

# A Practical Writing Guide for Academic Librarians: Keeping it short and sweet

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## A Practical Writing Guide for Academic Librarians

Keeping it short and sweet

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Mastering the skills necessary for clear, effective writing can make writing tasks flow more easily. This book helps academic librarians who are new to the profession or new to a supervisory or management position, as well as those who want to be more productive and make their writing for work go more smoothly.

From progress reports to project plans, cover letters to case studies and book reviews to blogging, chapters include examples and how-tos for most of the types of writing needed in an academic library career.